

7960  
7961 (NC)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

07/93  
City Council

---

**TITLE:** **DEPUTY PLANNING DIRECTOR**  
**DEPUTY PLANNING DIRECTOR (NON-CLASSIFIED)\***

**DEFINITION**

Under general direction, to plan, direct, organize, and review a major portion of the city's planning programs; to provide professional and technical staff assistance; and to do related work as required. \*This classification is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** Planning Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Planning Director. Exercises administrative direction over professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- \_ Assist in the preparation and implementation of departmental goals, policies, and priorities.
- \_ Manage the activities of the advance planning division.
- \_ Supervise budget preparation and administration.
- \_ Coordinate, supervise, and review the preparation of the most complex short-, mid- and long-range planning work.
- \_ Assist in the resolution of difficult planning, environmental, and administrative policy questions.
- \_ Represent the Planning Director at the City Council and before various boards, commissions, and other public forums.
- \_ Assist in the coordination of departmental programs with other city departments and outside agencies.
- \_ Select, supervise, train, and evaluate professional, para-professional, technical and clerical staff.
- \_ Serve as acting Planning Director as required.

**QUALIFICATIONS**

**Knowledge of:**

- \_ Principals and practices of urban planning.
- \_ Recent developments, current literature, and informational sources in the field of planning, zoning, and environmental matters.
- \_ Research methods.

- \_ Laws related to general plans, environmental matters, zoning, and land division.
- \_ Principles of organization, administration, budget, and personnel management.
- \_ Personal computer operation and software applications.

**Ability to:**

- \_ Coordinate and plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical reports.
- \_ Communicate clearly and concisely, orally and in writing.
- \_ Identify, coordinate, and resolve a wide variety of interests in the development of land use policy.
- \_ Select, supervise, train, and evaluate professional, para-professional, technical, and clerical staff.
- \_ Operate a personal computer and relevant software programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in planning or related field considered useful in City planning, preferably supplemented by a Master's degree in planning or a related field.

Experience: Six years of professional and responsible experience in the field of urban planning, including two years in a supervisory capacity. A Master's degree may substitute for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Deputy Planning Director

**TO:** Planning Director